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September 20, 1968

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel/ORD

SUBJECT : Recommendation for Promotion

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GS-6 to GS-7

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1. It is my recommendation that [REDACTED] be promoted from GS-6 to GS-7.

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2. [REDACTED] has been serving as senior secretary in the Special Projects Group since July 1968. She had previously served temporarily in the same GS-7 position in Optics Division for a number of months in the absence of the senior secretary. She received a Quality Step Increase based on the excellence of this performance in the Optics Division.

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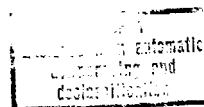
3. [REDACTED] has been with the Special Projects Group almost since its inception; therefore, she had the added responsibility of setting up the SPG filing system and the secretarial and clerical procedures for the group. In the past weeks she has been charged with training an additional secretary in the SPG office procedures, in addition to her regular duties. In performing these duties, which are GS-7 type of responsibilities, [REDACTED] has done an excellent job in a pleasing and efficient manner.

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4. It should also be pointed out that for most of this period since July 1968, [REDACTED] has been the only one available to handle a whole host of high priority duties in the office, including acting as receptionist for a frequent deluge of visitors, operating a TWX machine, handling dictation, travel arrangements for SPG and many other duties as needed. Despite the pressures of this office, she has remained remarkably calm, unflappable and efficient.

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SUBJECT: ^{25X1A9a} Recommendation for Promotion
[REDACTED]
GS-6 to GS-7

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5. Accordingly, I recommend favorable action on [REDACTED]
promotion to GS-7 at the earliest possible date.

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[REDACTED]
Chief, Special Projects Group

RECOMMEND APPROVAL:

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Signed
[REDACTED]
Chairman, Special Panel/ORD

10/1/68
Date

APPROVAL:

Signed
Robert M. Chapman
Director of Research and Development

10/1/68
Date

Distribution:

Original & ☒ - Addressee
☒ 1 - Special Panel/ORD
1 - PO/ORD
1 - C/SPG/ORD
SPG/ORD/DD/S&T [REDACTED] :dpc

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